

FILED : *[Signature]*
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RECORDS SERVICES DIVISION
GENERAL SERVICES OFFICE

17 February 1954

ATTENTION :
25X1A9a

Personnel Office
Mr. *[Redacted]* Placement Officer
Chief, Records Management Branch, MIS
Office of Comptroller
Change in Career Designation

25X1A9a 1. Attached is the official personnel folder for *[Redacted]* 25X1A9a
[Redacted] This folder was handed to Mr. *[Redacted]* of 25X1A9a
the Personnel Office with the request that the proposed personnel
action, transferring the career designation from the General
Services Office to the Logistics Office, be effected.

25X1A9a 2. As a result of a discussion with Mr. *[Redacted]* Chief, 25X1A9a
Administrative Staff, Logistics Office, it was determined that
the major duties of the position to which Miss *[Redacted]* was assigned 25X1A9a
pertained to records management. While it is true that she has
performed many duties of a general administrative nature, this
should not have any effect on her career designation because it
was indicated by Mr. *[Redacted]* that this was a temporary situation
and it is the intention of the Logistics Office to remove the ad-
ministrative duties from Miss *[Redacted]* and permit her to devote her
full time to records management.

25X1A9a 3. Miss *[Redacted]* was designated Records Management Officer for
the Logistics Office on 8 July 1953 through the issuance of a
Logistics Notice No. 40-6-1. Under these circumstances, it would
appear that Miss *[Redacted]*'s career designation should be attached
to the function of records management. At present, this function
is under the jurisdiction of the Office of the Comptroller.

25X1A9a
[Redacted]

Attachment *[Signature]*

Orig. & 1 - addressee
1 - Parker
1 - file

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT